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USIB-D-39.5/5  
1 March 1961

UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT : CODIB Progress Report

REFERENCE: USIB-M-115, Item 5, 6 September 1960

The attached progress report will be placed on the agenda of an early USIB meeting for discussion and appropriate action on the recommendations of CODIB.



Executive Secretary

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Attachment

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CODIB-D-73/2  
28 February 1961

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: The United States Intelligence Board

SUBJECT: CODIB Progress Report

1. This memorandum is submitted pursuant to USIB direction that a report of progress in areas of concern to the Committee on Documentation be made by mid-February (USIB-M-115, para. 5.d.).

Review of State Reporting Format and Procedures

2. The State Department has under consideration a proposed augmentation of its Automatic Data Processing Staff to permit a systems study of Departmental operations relative to information retrieval and analysis functions. While such a study would be Departmental-wide, initial emphasis would be placed on the Intelligence Research and the Records Management areas.

Adopting of Common Format for Information Report

3. All three CIA reporting media (Clandestine Services; Office of Operations; and Office of Central Reference) are using the common information reports format. ACSI converted to this format in early 1960. AFCIN has adopted the format and plans to use it on 1 July. Navy has also agreed to use the common format; present plans call for a conversion about August of this year.

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4. The most serious, and only major, remaining problem concerning standardization of formats for field reporting is with the Department of State. The prospective efforts outlined in paragraph 2 above will in time indicate the extent to which progress can be expected. The Joint Study Group has succinctly identified the basic difficulty:

The Department of State's "information gathering is enhanced by the fact that its collection goes hand in hand with diplomatic negotiation and representation. This same fact, however, complicates the situation in that embassy political and economic activity, being in part policy operation, cannot be wholly within the cover of intelligence coordination, nor can it be easily separated into the two categories of intelligence and policy." (Page 16)

This situation adversely affects Community efforts to standardize the format of field reports. The Department recognizes that mission reports which contain intelligence information are a legitimate concern of the USIB. However, jurisdictional control of these reports lies with the Foreign Service and not with the Bureau of Intelligence and Research. This restricts the influence which USIB can routinely bring to bear to effect changes desirable from an intelligence viewpoint. Inasmuch as Foreign Service despatches provide an appreciable portion of the classified information of interest to the Community (e.g., 40%

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in the case of CIA), this continues to be a matter of considerable importance. In recognition of this the State Department has initiated a study of means to resolve this common format problem.

Remote Systems Input

5. In a related field of endeavor, the Committee on Documentation has taken action to coordinate Community plans for using typewriters in overseas installations which create a machine language by-product. The main reasons for using flexowriter or more advanced type devices overseas are: (1) to produce message tapes as a part of the typing process which can be fed into communications equipment, and (2) to obtain machine language input into intelligence data processing systems.

6. Systems development leading to procurement of input devices is well advanced in the Air Force, the Navy, the Army, and CIA. The Services expect to equip their Attaches abroad with these input devices, and CIA has begun to use them as a point of origin in communications.

7. Systems, communications, and security problems have been pursued independently. The security problem is clearly one shared by all. The communications problem is likely to be shared to a high degree. The systems problem needs to be reviewed to determine what degree of compatibility between systems is likely to be required.

8. Flexowriter-type machines will be used increasingly at medium-sized and small foreign posts, provided the security problem can be overcome.

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Coordination is required to avoid multiple maintenance problems at these posts, to simplify physical security arrangements and inspections, and to facilitate mutual use of equipment in case of breakdowns.

25X1 9. Your Committee on Documentation has therefore established a Working Group under the chairmanship of CIA, to compare requirements and specifications for remote systems input devices in order to combine them into a single set covering all essential features. The Communications Security Board's Committee on [ ] is studying equipment security problems. Individual member agencies should therefore continue to refer security problems to the Committee [ ]

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Guidelines for Developing Community Information Processing Facilities

10. Since USIB action on our annual report the Joint Study Group began and completed its work. The Committee on Documentation has noted the Group's report, noting in particular recommendation #40:

The United States Intelligence Board should monitor efforts to develop automatic systems to store and retrieve intelligence information and the extent to which compatibility of systems is assured. (Pages 128 and 140.)

11. We have also noted the Board's action of 28 February to implement the recommendations of the Joint Study Group (USIB-D-1.5/4 of 21 Feb.; USIB-M-142 of 28 Feb.), including a directive to CODIB to develop and present a program

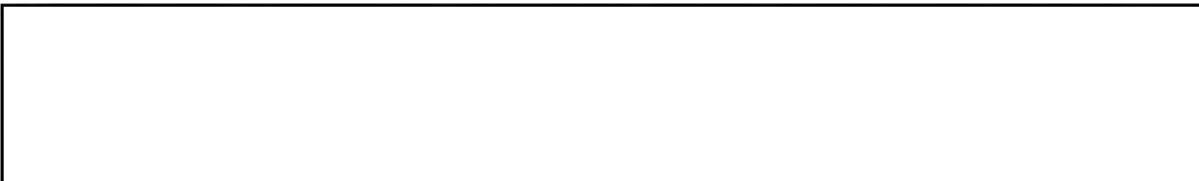
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covering recommendation #40 for USIB consideration. In substance this is a confirmation of CODIB's terms of reference (DCID 1/4).

12. The current organizational changes in the Department of Defense are bound to affect present information processing operations and procedures. It would not be productive for CODIB to develop a program for USIB consideration when actions are pending which might result in significant change. Nevertheless, preliminary steps can be and already have been taken.

13. The Committee has concluded that a general systems study of the Community would be useful and should be undertaken. Past experience indicates that this could best be done by a relatively small group of knowledgeable people drawn from within the Community itself. It may be, however, that some outside help would be required, either to supplement inside talent or to provide needed expertise not otherwise made available. In anticipation of this latter possibility several outside organizations have been contacted to ascertain their competence to assist in the conduct of such a survey, as well as their interest in so doing. Among those contacted who would be in a position to help, if this should be



14. Recommendations

- A. That the USIB endorse and support any constructive steps planned by the Department of State to bring

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its information reporting practices into closer harmony with those of the other intelligence components.

- B. That the USIB endorse the steps taken by the Committee on Documentation to coordinate Service and departmental plans for using flexowriter equipment in overseas posts. Further, that USIB re-emphasize its sense of urgency to the Communications Security Board for the resolution of the flexowriter security problem.
- C. That USIB direct the Committee on Documentation to prepare a plan for conducting a general systems study of the Intelligence Community to be submitted for approval after the impact of current organizational changes in the Department of Defense is ascertainable in the intelligence area.

Paul A. Borel  
Chairman

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